

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7523829  
POSITION NO: 945373  
CLASS CODE: 3640  
POSITION TITLE: \_\_\_\_\_

Date Posted: 07/05/11  
Closing Date: 07/18/11

DEPARTMENT NAME: Navajo Head Start  
DEPARTMENT NO: 752 WORKSITE LOCATION: Cornfields, Arizona  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: P610A  
Days: Monday - Friday Permanent: ☒  
Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 14.06 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Coordinates and supervises the daily activities of the Head Start center including menu/meal preparation, teaching, curriculum, vehicle maintenance, etc; ensures compliance with applicable laws, rules, regulations, policies and procedures; participates in the development of program goals and objectives; maintains classroom environment conducive to age appropriate learning and care; assigns and reviews work of staff upon completion; recommends selection, conducts employee evaluations, disciplines and terminates employees according to personnel policies and procedures.

Provides instruction on safety and health regulations and procedures; ensures all staff have current certifications; maintains inventory of classroom supplies, equipment and materials; obtains materials and resources for classroom projects; develops lesson plans according to federal guidelines; teaches children according to planned daily curriculum; provides physical activities; organizes activities that stimulate the child's physical, emotional, intellectual, and social growth; ensures that Developmentally Appropriate Practice is implemented in the classroom and in outdoor play activities.

Coordinates health checks such as vision, hearing and dental; makes appropriate referral and conducts follow-up with parents/family; conducts home visits to explain purpose of program, provide appropriate training and updates on center/classroom operation, and child's progress and needs; provides nutrition education; may assist in the kitchen; provides one on one instruction for those needing additional assistance and to mainstream special needs children; maintains strict confidentiality of all program records, including educational and medical records.

Plans and conducts field trip activities; supervises and actively participates in recruitment and enrollment of eligible children; recruits volunteers; oversees orientation for new and substitute teachers and volunteers; conducts staff meetings and parent/teacher conferences; prepares required reports; attends training, in-services and orientation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Early Childhood Education; or an Associates degree in a related field and coursework equivalent to a major relating to Early Childhood Education; and on (1) year experience teaching preschool-age children.

***(To receive full credit for education/training, applicant must submit copies of transcripts, degree, diploma, certificate, permits, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start Programs; knowledge of early childhood teaching methods and practices; knowledge of Navajo Culture and its influence on the daily lives of the children and family; knowledge of maintaining a clean safe educational environment; knowledge of food preparation and nutrition; knowledge of operation of transportation vehicles; knowledge of health screening methods and practices; knowledge of record keeping and file maintenance methods and practices; skill in planning and providing educational activities to children ages three through five years; skill in working with parents, grandparents and volunteers in providing and meeting children's needs; skill in safely preparing and serving nutritional and appetizing meals to children; skill in maintaining a clean safe supportive educational environment; skill in overseeing, monitoring and directing staff in providing services to children; skill in maintaining accurate up to date files, records and reports; and skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit.

**\*\*UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 5-20-2009**